

Scare

Topic: Reservations of the Center Chapel	OPR: IMWE-IRW-RS
Reference:	

. **Purpose.** To provide individuals, groups, and organizations with policies and procedures for utilizing Chapel facilities.

. Reservations for use of either Center or Blackhorse Chapels are requested by submitting the Chapel Reservation Form to the Religious Support Office (RSO) located at Center Chapel to the Administrative Chaplain Assistant. Hours of operation at Center Chapel are as follows: Monday through Friday 0900-1700. Sunday usage is provided exclusively for worship and educational services. Customer service is not available on national holidays, IMCOM or FORSCOM training holidays.

. Reservation requests will only be accepted during normal hours of operation. Reservations are first come first served with priority given to religious events and auxiliary chapel organizations. Reservations for Weddings will not be made until the couple has attend and received a Certificate of Training for Marriage 101 and has a Chaplain sponsor make the reservation. If the Wedding will be conducted by an off-post Clergy, the Garrison Chaplain requires that the Clergy submit an Ordination Certificate prior to the reservation and the Marriage 101 Certificate. The presiding Chaplain or Clergy may require additional Pre-Marital Counseling sessions. No reservation for a Wedding will be made until the Garrison Chaplain gives final approval. (For more information on Weddings, see Wedding SOP).

. The Garrison Chaplain and the Chapel NCOIC are the approving authority for reservations.

. Religious events and memorial ceremonies always have priority over non-religious events. If a reservation is already approved for a non-religious event, it may be cancelled or rescheduled at any time to accommodate an essential religious event (Memorial, Funerals, Weddings).

. The Chapel NCOIC will conduct a walk through with the Users to insure the chapel is provided to the Users at the standard. Users are required to setup and cleanup after an event. After the event, ensure that the areas are vacuumed, trash is emptied from trash cans, bags in trash cans are replaced, and trash is carried to the dumpster. If any Chapel equipment (tables, chairs, televisions, overheads, jugs, pitchers, silverware, etc.) were used for the program, ensure that they are clean and returned to their proper location. Vacuums, trash bags, and cleaning supplies can be found in the utility closet. Please return all rooms to their original setup. Diagrams are posted in each room. After the facilities are cleaned and returned to their original setup, ensure that the buildings are secured. This includes making sure lights and appliances are off, windows are shut and latched, and doors are locked and no one is left in the building. A final clear can be requested.

. Chapel equipment (podiums, tables, chairs, televisions, overheads, jugs, etc.) may be borrowed with the permission of the Installation Chapel NCOIC. A DA 2062 (hand receipt) will always be filled out when borrowing Chapel equipment.

. **CONDITION FOR CONTINUED USE:** repeated failure to return rooms to their original set-up, clean Chapel facilities, or secure Chapel facilities, will result in denial of future use of Chapel facilities until the USER can show how they can comply with these procedures.